



## MACHAKOS UNIVERSITY

### OFFICE OF THE DEPUTY VICE CHANCELLOR (ADMINISTRATION PLANNING AND FINANCE)

Mobile No: 0708387603/0737434504

Website [www.mksu.ac.ke](http://www.mksu.ac.ke)

Email [dvcapf@mksu.ac.ke](mailto:dvcapf@mksu.ac.ke)

P O BOX 136 - 90100

Machakos, Kenya

1<sup>st</sup> October, 2019

## VACANCIES

Machakos University was Chartered on 7<sup>th</sup> October, 2016 and is a successor of Machakos University College. It is Located one (1) Km from Machakos Town along the main Machakos-Wote road.

The Vision of the University is: A Preferred University of Excellence in Scholarship and Service Delivery; whereas the Mission is: To Provide Scholarly Education through Training, Research and Innovation for Industrial and Socio-economic Transformation of our Communities.

Machakos University invites applications from candidates who are suitably qualified and experienced with excellent credentials to fill the following vacant position in the University:

### 1. SENIOR LEGAL OFFICER ~ GRADE 12 – MKSU/HR/SLO/19~ (RE-ADVERTISEMENT)

#### JOB DESCRIPTION

This position reports to the Deputy Vice Chancellor Administration, Planning and Finance and is responsible for legal matters in the University.

#### Main Responsibilities

- Preparing and collecting evidence and exhibition as required in court.
- Liaise with other departments on legal matters, service bonds.
- Ensure the University operates within the law.
- Develop and manage University policies.
- Preparing University policies and regulations.
- Drafting of legal documents, handling cases involving the University in liaison with external lawyers.
- Attending court cases where necessary and coordinating legal matters in the University.

#### Job Requirements

Must have;

- Must be a holder of LLB degree from a recognized University or equivalent institution
- An Advocate of the High Court of Kenya with a valid practicing license
- Five (5) years' working experience
- Computer literate
- CPS (K) will be an added advantage

## Application Procedure:

Applicants should submit FIVE (5) HARD COPIES and ONE (1) SOFT COPY of their application documents (i.e application letter, detailed curriculum vitae, latest payslip, academic and professional certificates-including KCSE/KCE/EACE/KACE/EAACE /KCPE) via EMAIL and addressed to [hr@mksu.ac.ke](mailto:hr@mksu.ac.ke)

Applicants should also attach copies of their latest payslip and addresses and telephone numbers of three (3) referees.

**NB: KINDLY NOTE THAT IT IS A MUST THAT YOU TYPE IN THE REQUIRED INFORMATION IN THE JOB APPLICATION FORM AVAILABLE IN THE UNIVERSITY WEBSITE, PRINT, SIGN AND ATTACH TO YOUR APPLICATION.**

Applications should be sent to:

Deputy Vice Chancellor (Administration, Planning and Finance)  
Machakos University  
P.O BOX 136-90100  
MACHAKOS

So as to reach the Deputy Vice Chancellors (APF)s' office **on or before 15<sup>th</sup> October, 2019.**  
*Only shortlisted candidates will be contacted.*

*Machakos University is an equal opportunity employer and women, persons with disabilities and those from marginalized regions are encouraged to apply*